



RLS32
RLX20



RLM11
RLSM9



Mercury Large Office Series Instruction Manual

Specifications

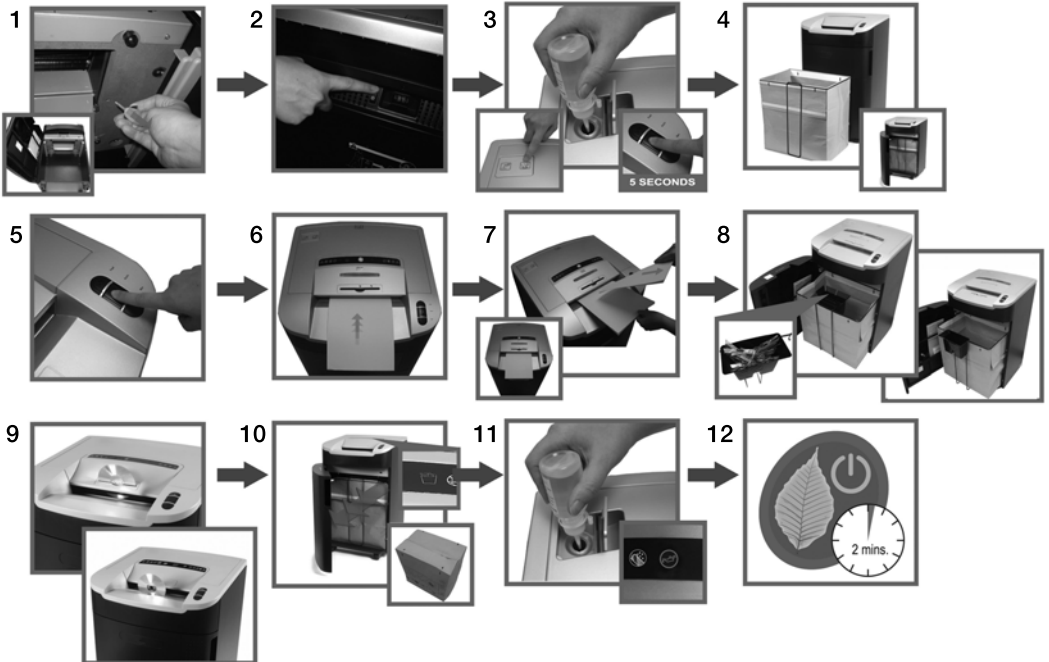
Models	RLS32	RLX20
Sheet Capacity	32 sheets (28 sht 207V~50Hz)	20 sheets (20 sheets 207V~50Hz)
Duty Cycle	Continuous operation	Continuous operation
Volts / Hz	230V / 50Hz	230V / 50Hz
Amperage	8.0A	7.0A

Models	RLM11	RLSM9
Sheet Capacity	11 sheets (11 sheets 207V~50Hz)	9 sheets (9 sheets 207V~50Hz)
Duty Cycle	Continuous operation	Continuous operation
Volts / Hz	230V / 50Hz	230V / 50Hz
Amperage	5.0A	5.0A



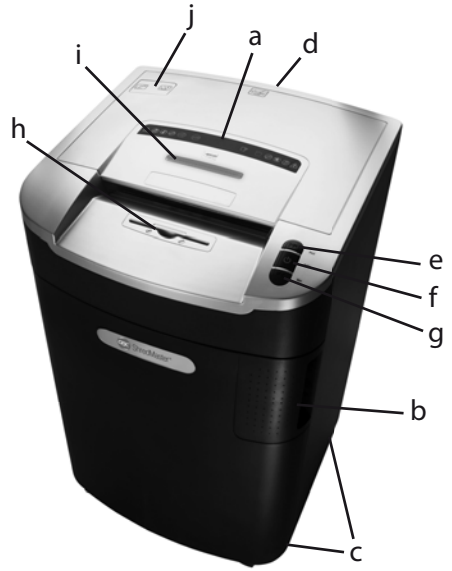
IMPORTANT: ONLY INSERT ONE CD OR ONE CREDIT CARD AT A TIME.

QuickStart Guide

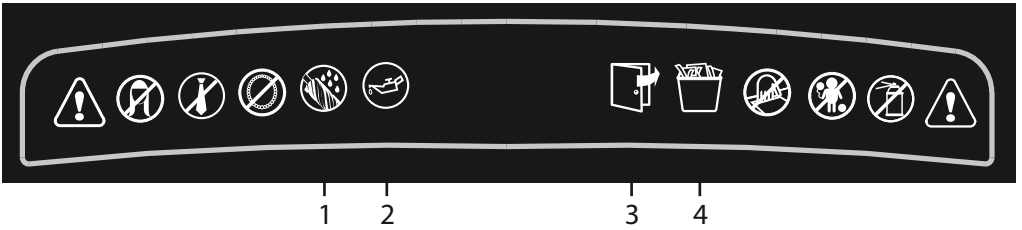




Models: RLS32, RLX20



Models: RLM11, RLSM9



Illuminated Panel



Lights and Icons Explained

				Decal Panel			
	Anti-Jam Indicator		Auto	1	2	3	4
Colour of LED	Red	Green	Blue	Bin Full	Door Open	Oil Level	Oiling/Auto
Power On/Off Switch				Red	Red		
Auto Mode 		light	light				
Forward Mode 		light	light				
Reverse Mode 	light		light				
Mercury Anti-Jam Technology	light		light				
Bin Full	light		light	light			
Door/Bin Open	light		light		light		
Self Cleaning of Cutters	light		light				
Sleep Mode							
Auto Oiling in Operation			light				light
Oil Level Indicator			light			light	

Introduction

Thank you for choosing this shredder from GBC . We are sure it will serve you well, but please take a little time to study these instructions to ensure you get the best out of your machine.

- | | |
|----------------------|-----------------------|
| a Indicator Panel | 1 Oiling in Operation |
| b Door for Bin | 2 Oil Level |
| c Wheels | 3 Door Open |
| d On/Off Button | 4 Bin Full |
| e Reverse Button | |
| f Auto Button | |
| g Forward Button | |
| h CD Slot | |
| i Anti-jam Indicator | |
| j Oil Reservoir Cap | |

Safety First



Shredders are safe to use as long as you take a few safety precautions.

- Ensure the machine is plugged into an easily accessible power outlet, and ensure the cable is not likely to trip up a passer by.
- Any attempt to repair this unit by unqualified personnel will invalidate the warranty. Please return to supplier.
- Unplug your shredder before moving it or when it is not in use for an extended period of time.
- Do not operate with a damaged power supply cord or plug, after it malfunctions, or after it has been damaged in any manner.
- Do not overload electrical outlets beyond capacity as this can result in fire or electrical shock.
- The socket-outlet should be installed near the equipment and shall be easily accessible.

- Do not alter the attachment plug. The plug is configured for the appropriate electrical supply.
- Do not use near water.
- Do not use aerosol dusters or cleaners.
- Do not spray anything into the shredder.

Although this shredder has been designed to be child safe, it is not advised to operate the machine near children and pets.



We only recommend the use of Rexel branded shredder lubricant to maintain optimum performance and safety. GBC accepts no liability for product performance or safety if anything other than Rexel branded shredder lubricant is used (Order Code 1760049).



WARNING: Do not use flammable oil. Only Rexel oil 1760049 is recommended.

Shredder Control Panel



Auto



Forward



Reverse



Safety First



This means you should be careful because long hair can become entangled in the cutting head.



This means don't reach into the feed opening of the cutting head.



This means be careful of ties and other loose clothing which could become entangled in the cutting head.



This means keep children away from shredder.



This means be careful of loose jewelry which could become entangled in the cutting head.



This means do not shred CD's.



This means do not shred credit cards.



This means oil level.



This means oiling in operation.

Door Open Safety Function

If the door is opened during shredding as a safety precaution the shredder will instantly stop, and the door open symbol on the indicator panel will flash red. To turn back to auto mode simply press the auto button again (f).

Mercury Anti-Jam Technology

Mercury Shredders will only shred stacks of paper that are within the shredders sheet capacity. For example, a shredder with a capacity of 22 sheets will not allow the shredding of more sheets than this.

Sensors in the paper feed area measure the thickness of paper about to be shredded. The ability to shred or not is communicated through red and green lighting. Green means that the stack of paper is within the shredders sheet capacity and OK to shred. Red means that you have too much paper, remove some sheets in order to shred.

Given that you are unable to shred more sheets of paper than the shredder is capable of shredding, paper jams are prevented.

This prevents time wasted through reversing paper and unblocking jams not to mention the mess it can create.

Rare Occasions of Jamming

In the unlikely event of the shredder jamming, use the reverse function to unblock the shredder.

Alternating between the reverse and continuous forward functions will help unblock the feed area.

Initial Setup

The shredder is designed to automatically lubricate the cutting mechanism as required to ensure the product continues to work to its maximum performance and to extend the product life. Before turning on the machine for the first time, please open the oil reservoir cap on the head of the shredder (j) and pour in the 60ml bottle of oil provided as standard. This is sufficient to allow the shredder to start for the first time and to operate continuously for approximately 1 hour shredding before the reservoir will need refilling. Press and hold down the Auto button (f) for 5 seconds to start the pump and prime the system. This operation is only required the very first time the shredder is used. When the 'Oil Refill' indicator is illuminated (k), flip up the oil reservoir cap (j) and refill the oil reservoir using a bottle of standard Rexel oil (1760049). The automatic oiling operation (l) lasts approximately 2 seconds and you will hear the distribution pump during this time. Auto-oiling operates after 15 minutes of shredding.

Operation

- 1 RLS32 & RLX20 only. After unpacking the product, pull out the shredder bag frame and remove the CD shard tray, which sits on top of the bag frame. Store this tray on the bag frame as shown and use when you shred CD's or credit cards to separate waste for recycling. On the RLM11 and RLSM9 high security models, the CD tray can be left permanently in position in the shredder.
- 2 Flip up the oil cap and fill up the reservoir using the 60ml bottle of oil provided*. Close the cap.
- 3 Connect shredder to mains supply.
- 4 Check that the on/off switch at the back of the machine is switched to the 'ON' position.
- 5 Press and hold down the Auto button (f) for 5 seconds to start the pump and prime the system. Only required when the product is used for the first time.
- 6 To commence shredding, press the auto feed button. This sets the shredder into auto mode.
- 7 Insert paper to be shredded into the feed area. The shredder will detect the paper and start automatically.
- 8 If the shredder is left in auto mode for more than 2 minutes without being used, the shredder will automatically turn back to standby mode in order to save power.
- 9 The shredder will automatically 'wake up' from sleep mode when paper is inserted into the shredder mouth. There is no need to press the Auto button (f).

* replacement oil bottle No. 1760049

CD and Credit Card Shredding

- 1 A separate CD tray is provided to collect the shredded CD shards. On the RLS32 and RLX20, ensure that this is correctly mounted onto the standard shredder bag frame before shredding CD's or credit cards. The RLM11 & RLSM9 models are supplied with a separate CD bin, which fits on the front of the bag frame. CD and credit card shards should be disposed of separately to paper.



- 2 Always shred CD's and credit cards through the safety guard slot (h). Only shred 1 credit card or 1 CD at a time.
- 3 Empty the CD tray or CD bin after 8 credit cards or CD's to avoid waste spilling over into the paper waste bin.
RLS32 & RLX20 only. Remove the CD tray before recommencing to shred paper and store on the bag frame as shown.

Bin Full

When the bin is full the shredder will not function and the bin full symbol will illuminate red.

When this happens you must empty the bin.

- Open the door and slide out the waste sack support frame. Carefully remove the waste sack from the frame.

Once the waste bag has been disposed of and replaced, close the door and press the auto button to resume shredding.

Note: RLX20, RLM11, RLSM9 Models - Once the waste bag has been reinserted and/or cabinet door has been closed, the shredder will run in reverse for three seconds, stop for two seconds and then forward for three seconds to clear away any remaining paper from the cutter mechanism. This 'self-cleaning' mechanism is additional jam prevention technology from GBC.

Service

We recommend these machines are serviced every 6 -12 months by a GBC service engineer - see the back of this booklet for the contact details of your local service centre. Charges for service applies.

Guarantee

ACCO Brands warrants its products and their parts against defects in materials and workmanship under normal use for a period of 24 months from the original date of purchase.

During this period we will repair or replace a defective product or part subject to the following warranty conditions:

The warranty applies only to defects in materials and workmanship under normal use and does not extend to damage to the product or parts which result from:-

alteration, repair, modification or service carried out by anyone other than an authorised ACCO Brands Europe service centre.

accident, neglect, abuse or misuse owing to failure to comply with the normal operating procedures for a product of this type.

Nothing in this Warranty shall have the effect of excluding the liability of ACCO Brands in respect of death and personal injury caused by the negligence of ACCO Brands. This Warranty is offered (subject to these terms and conditions) in addition to, and does not affect your statutory rights.

Additional Guarantee

ACCO Brands guarantees the cutting blades of the shredder to be free from defects in material and workmanship for 20 years from the date of purchase by the original consumer.

* Please note that the cutter blades will be progressively worn down by shredding fastened sheets (staples and paperclips) - this is not covered in the warranty. With regards to CD shredding, GBC large office shredders have been designed to shred up to 500 CDs during the warranty period. Excessive CD shredding will wear the cutters and is not covered within the warranty.

These conditions shall in all respects be governed and construed in accordance with English Law and subject to the exclusive jurisdiction of the English Courts.

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